

UNITED STATES GENERAL ACCOUNTING OFFICE
WASHINGTON 25, D. C.

OFFICE OF
ADMINISTRATIVE SERVICES

RMSB 2700.1.1.37

September 17, 1957

Document No. _____
Review of this document by CIA has
determined that

☐ CIA has no objection to declass
☒ It contains information of CIA
interest that must remain

Classified by TS S C
Authority: NR 10-2

☐ It contains nothing of CIA interest

Mr. E. R. Saunders, Comptroller
Central Intelligence Agency

Dear Mr. Saunders:

Reference is made to your letter dated August 9, 1957, forwarding
Standard Form No. 115 and requesting that the General Accounting Office
furnish the retention periods for the records of the Central Intelli-
gence Agency listed in the schedule.

The approved retention periods for these records, including in-
sertions to items numbered 33 and 34, are as indicated:

Item No. 31. Personal Service Contracts for
Consultants or Experts. 12 years

Item No. 32. Original payroll and related
certification sheets for in-
digenous employees such as
Standard Forms 1013, 1128, or
equivalents. (Individual
Record Card not maintained.) 56 years

Item No. 33. Original Washington and Foreign
accounts current, all supporting
vouchers, schedules, documents,
and related papers exclusive of
freight and passenger transporta-
tion and payroll records. 12 years

Item No. 34. Original vouchers covering passenger
transportation charges and related
papers.

A. Domestic Travel Prior to Jan. 1, 1941
B. Foreign Travel Prior to Jan. 1, 1941

Additional item. Original vouchers covering freight
transportation charges and related
papers. Prior to Jan. 1, 1941

Sincerely yours,

2 October 1957 - Mr. Humphrey said
that all vouchers & related papers covering
passenger transportation, domestic & foreign
and all freight vouchers subsequent
to Jan. 1, 1941 should be retained
indefinitely * 25% A-7
Telephone conversation, this date.

Allen P. Humphrey
Chief, Records Management
and Services Branch

* and records prior to Jan. 1, 1941 can be destroyed